



County of Sonoma  
& LW RI 6 DQMD 5 RVD



Return Completed Application to:  
100 Santa Rosa Avenue, Room 10  
Santa Rosa, CA 95404  
(707) 543-3015  
(707) 543-3030 FAX

BOARD/COMMISSION/COMMITTEE OF INTEREST JOINT CITY/COUNTY SEAT - LIBRARY COMMISSION

HAVE YOU EVER ATTENDED A MEETING OF THIS BOARD/COMMISSION/COMMITTEE? YES ☐ NO ☐

IF SO, HOW MANY? \_\_\_\_\_

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

MAILING ADDRESS \_\_\_\_\_

HOME PHONE \_\_\_\_\_ CELL PHONE \_\_\_\_\_

BUSINESS PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_

HOW MANY YEARS HAVE YOU RESIDED IN SONOMA COUNTY? \_\_\_\_\_

PRESENT OCCUPATION \_\_\_\_\_

**EDUCATION:**

SCHOOL	MAJOR	GRADUATION DATE/DEGREE

**COMMUNITY SERVICE EXPERIENCE:**

ORGANIZATION	DATES SERVED	POSITION

OTHER RELEVANT EXPERIENCE/EXPERTISE:

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WHAT IS YOUR UNDERSTANDING OF THE ROLE AND RESPONSIBILITY OF THIS  
BOARD/COMMISSION/COMMITTEE?

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**WHICH ACTIVITIES OF THIS BOARD/COMMISSION/COMMITTEE INTEREST YOU THE MOST?**

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**WHICH ACTIVITIES INTEREST YOU THE LEAST?**

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**WHAT WOULD BE YOUR GOAL AS A BOARD BOARD/COMMISSION/COMMITTEE MEMBER?**

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**WHAT DO YOU FEEL YOU COULD CONTRIBUTE TO SEE THESE GOALS REALIZED?**

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**USE ADDITIONAL PAPER IF NECESSARY**

**PLEASE LIST TWO LOCAL REFERENCES AND THEIR PHONE NUMBERS:**

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*Appointees will be required to take an Oath of Office & may be subject to filing an annual Statement of Economic Interest.*

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I would also like to be considered for the Sonoma County representative seat on the Library Commission

**SIGNATURE**

**DATE**

**Applications will be kept on file for two years. All applications are available to the public.**

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# **Sonoma County Library Commissioner Job Description**

## **Summary**

Provides governance for the Sonoma County Library; establishes policy; sets goals and objectives; hires and evaluates the director; establishes and monitors the annual budget; signs necessary contracts; exercises such other powers, consistent with the law to foster the effective use and management of the library.

## **Responsibilities**

- Hires, sets salary, evaluates and supervises a qualified library Director to implement Commission decisions and directions and to carry out day-to-day operation of the library and its programs and services
- Determines and adopts written policies to govern the operation and services of the library
- Works with Director to establish short and long range goals for the library
- Attends all regular and special meetings of the Commission and participates in subcommittees as necessary
- Attends appropriate library functions including Library Advisory Board meetings, fundraisers, special events and other activities
- Sets an annual budget and approves expenditure of funds; monitors budget and expenses throughout the year
- Understands pertinent local, state, and federal laws; actively supports library legislation in the state and nation
- Advocates for the interests and needs of the countywide library system
- Represents the interests and needs of the community
- Acts as liaison with the public, interpreting and informing local government, media and public of library services and needs
- Sets parameters and authority level for Library Management's labor negotiations with the Union; adopts MOU contract; serves as the employer to library staff
- Lends expertise and experience to the organization
- Maintains knowledge of library issues, laws, and trends, and their implications for library use
- Understands the Brown Act as it applies to Library governance
- Is familiar with the Joint Powers Agreement governing the Library
- Reviews and signs necessary contracts
- Reports activities to local officials

## **Qualifications**

- Is interested in the library and its services
- Has the ability and time to participate effectively in Commission activities and decision making
- Is able to represent varied needs and interests of the community and of the library
- Has strong interpersonal and communication skills

- Has the ability to work with governing bodies, agencies, elected officials, library staff and members of the public
- Has the ability to handle opposition and make decisions in the interest of library service

**Desired Experience**

- Familiarity with the Sonoma County Library
- Experience working with one of the Library's Advisory Boards, Friends of the Library groups, or other support group

**Time Commitment**

- The Commission meets monthly at a time convenient for members. (Currently, meetings are held the first Monday of each month at 6:30pm). Meetings can last up to four hours, and considerable preparation time is needed prior to each meeting.
- It has been common practice for the Commission to devote two all-day workshop meetings to budget planning.
- Commissioners may serve on one or more subcommittees or ad hoc task forces in addition to their regular duties.
- Under terms of the Joint Powers Agreement, trustees shall hold their office for four years from the date of appointment and until their successors are appointed.
- Special meetings or committee meetings may be called as necessary at times that are convenient to members and that comply with the open public meeting law.